

SUMMARY OF MEETING

DATE: November 28, 2001 *(updated format from version printed on Nov. 26, 2001)*

TO: Ross Dunfee, Steering Committee Chairman
Tony Barrett, Department of Ecology

COPY: Steering Committee Members and Consultant Team

FROM: Jim St. John, DEA and Dave Moss, Tt/KCM

SUBJECT: **Summary of Kick-off Meeting**
Moses Lake Conference Center
November 7, 2001

PROJECT: EASTERN WASHINGTON STORMWATER MANAGEMENT
Stormwater Management Technical Manual *and*
Model Municipal NPDES Phase II Stormwater Program

Meeting Attendees:

<u>Steering Committee*</u> Gary Beeman – WSDOT Steve Worley – Spokane County Lloyd Brewer – City of Spokane John Knutson – Yakima County Ross Dunfee – Benton County Nancy Aldrich – City of Richland Jim Ajax – City of Wenatchee Michelle Brich – Tri-Cities Homebuilders	<u>Consultant Team*</u> Dave Moss – TetraTech/KCM Sarah Hubbard-Gray – HGC Riley Atkins – DEA Jim St. John – DEA Doug Busko – DEA
Tony Barrett – Washington State Department of Ecology	

*See attached lists for all members of the Steering Committee and Consultant Team.

The project manager, committee chairs and vice-chairs are summarized below:

Department of Ecology Project Manager: Tony Barrett	Manual Subcommittee Chair: Steve Worley Vice-Chair: Nancy Aldrich
Steering Committee Chair: Ross Dunfee Vice-Chair: Gary Beeman	NPDES II Subcommittee Chair: John Knutson Vice-Chair: Lloyd Brewer

PURPOSE OF MEETING:

The kick-off meeting was held to: begin the project, introduce participants, and discuss schedule, scope of services, budget, key issues, public involvement, stormwater manual and NPDES Phase II Subcommittees, and to prepare for the November 29th workshop in Moses Lake.

SCHEDULE:

- First draft sections will be distributed in January 2002 in preparation for February 2002 subcommittee meeting.
- Delivery of submittals two weeks prior to meetings.
- Sections will be sent out in WORD and/or PDF files through TetraTech FTP site.
- Subcommittee meetings will be held simultaneously with each other.
- Riley suggested an “Issue Resolution” memorandum, which will outline the order of conflict resolution.
 - Subcommittee
 - Steering Committee
 - Department of Ecology (Final decision-maker).
- Steve Worley suggested that the subcommittees meet monthly, to discuss and try to resolve issues. The steering committee could meet at sometime after the subcommittees, in order to allow time to review issues to be resolved.
- Subcommittee meetings 2nd Thursday of each month beginning in December:
 - 8 a.m. to 2 p.m. – Subcommittee
 - 2 p.m. to 3:30 p.m. – Steering committee
- Monthly meetings will be held in Moses Lake Conference Center unless otherwise noted.

SCOPE

- Reviewed meetings and attendance – See schedule items above. Consultant to update meeting matrix.
- Reviewed all sections of the scope in detail. Substantial discussion was on the following 3 sections.
- Keep printing simple. WDOE will take care of printing of bound copies for public review drafts.
- Comment cutoff in writing or by end of subcommittee meeting.
- Manual
 - Not to be addendum to Western Washington manual.
- Discussed manual schedule
 - 80-90% complete by end of year.
- Stand-alone manual
 - Per Tony refer to other documents for conveyance specific source control.

Section 4.0 PUBLIC INVOLVEMENT

- Sarah presented public involvement plan and led discussion.
- Project newsletters:
 - Electronic postcard in conjunction with hard copies.
- Mailing List
 - Information distribution strategy.
 - SHG could establish distribution lists, with the help of the steering committee, who will provide info for local groups in their jurisdictions.
- Open Houses
 - Steering committee attends open house nearest committee members.
- Typically first public meeting
 - Information, listen to public.

- However, two rounds of public meetings doesn't fit in budget.
- For alternate way to collect information, Michelle suggests distributing notes from three stormwater summits and ecology manual meeting comments.
- One round of three or four open houses preceded by newsletters.
- December 2001 – June 2002 – steering committee presents progress and summary of efforts to local communities.
- Public Involvement
 - Newsletter
 - Distribution List
 - Open House – lean toward one round, three or 4 locations.
 - Website

Section 2.5 and 2.8 Add Cost Analysis

- Jim Ajax suggested cost analysis be done during first draft, not after final document.
- Jim Ajax and Michelle Brich stated that HDR's work should be reviewed and incorporated into prep of draft.
- Cost analysis – Move from final public review to first draft of technical manual. Include government O&M cost, costs for subdividers. Michelle Birch suggested we break down costs on a per home basis.
- Cost analysis needs to include breakdown of benefits, either quantitative dollar amount or qualitative benefits (ground water contamination, environmental benefits). Maybe include case studies that show problems caused by stormwater, and how improvements will benefit the public.
- Cost Analysis
 - Important to 10-Cities.
 - Cost per house.
 - New requirements in comparison to existing requirements.
- Cost – O&M Cost
 - Work with public works director on cost for implementing NPDES Phase 2 Permit
 - Developer construction costs
 - Homeowner costs.
- Show benefit
 - Improvement in water quality
 - Generalized improvements - qualitative
 - Identify problems. Now or in future caused by development.
- Problems curing or avoiding environment and health.
- Use case studies such as used on aquifer issues.
 - Sewage in irrigation ditches (illicit discharge)
 - Groundwater contamination
 - MTBE contamination.
- Need to identify problems and relate solutions.

Section 2.8 FINAL PUBLIC REVIEW

- Is second public review required?
- King County, Western Washington and Spokane County manuals all required two public reviews.
- Steve Worley suggested that if manual is responsive to initial comments, a second review may not be necessary.
- SHG will work with steering committee for approval of newsletters before they go out.
- 2nd draft will have revisions and needs to show public was listened to.

FUNDS

- Tony said additional funds probably not available from Legislature. Funds may be available from WSDOT Environmental Affairs Office (Jerry Alb).
- Tony offered budget up to \$350,000.00
- Identify what is in contract now according to budget.

NOVEMBER 27TH (29TH) WORKSHOP

- Discussed date and agenda?
- Move to November 29th, Thursday

AGENDA TOPICS

- Summary of NPDES
- Protocol for responses and issue resolution
- Structure of steering committee
- Contents of NPDES and Manual
- Hydrogeologic concepts
- Schedule
- Authority of consultant, steering committee, subcommittee, other groups.
- Public involvement process (newsletter, Web page).
- Role of cost analysis.
- Comment period on sections will end at conclusion of each subcommittee meeting.
- Interrelationship between manual and NPDES.
- Map on wall for location of attendees.
- Hydrogeologic boundaries and geology.
- Consultant
 - Selection
 - Scope
 - Schedule
 - How we work.
- Responsibilities of attendees.
- All emails to Dave – cc: Tony
- Communication protocol

SUBCOMMITTEE MEETINGS

- Agenda
 - Introductions
 - Goals
 - Communication
 - Schedule
- Begin meeting at 9 a.m.
- Lunch 12 p.m. to 1 p.m.
- Subcommittee meetings from 1 p.m. to 3 p.m.
- Steering committee meeting at 8:30 a.m.

MANUAL AGENDA (BREAKOUT SESSION)

- Introductions
- Materials available
- 10-Cities list
- WSU information (Yonge).
- Which manuals to start with?
- Additional information needed?
- How will NMFS and F&W requirements be integrated?
- Steve suggests using 1990 King County manual for basis of our manual.

NMFS' and F&W's:

- Purpose of manual is to cover NPDES permit, not necessarily satisfy NMFS and F&W ESA requirements. Comments will be incorporated into manual, with the intent that their requirements on a project might be satisfied if they appear in the manual.
- 303(d) and ESA maps should be included in manual.

Discussed Applicable Manuals to start from:

- Spokane County
 - Western Washington
 - Denver
 - Boise
 - Texas
 - Arizona
 - WSDOT Hydraulics Manual
 - WSDOT Highway Runoff Manual
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- Gary Beeman suggests to look to WSDOT Highway Runoff and Hydraulic Manuals. Include resource agencies in review of manuals, although EWSM will not gain concurrence from them on ESA.
 - Tony requests to look at roadways.
 - Ross suggests to plagiarize if efficient
 - Steve suggests to look at 1990 King County manual to start with for content, organization, SBUH model.
 - Review what must be in manual per regulations.
 - Consultant to determine what's best.
 - Tony says will not seek formal concurrence on ESA issues.